

**MINUTES OF THE MARCH 4, 2025 MEETING  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 10**

A public meeting was duly called by the Board of Commissioners of Harris County Emergency Services District No. 10, held at the **District Administration Building** located at **14415 Old Humble Road, Humble, Texas 77396**, on Tuesday March 4, 2025.

**CALL MEETING TO ORDER AND ESTABLISH A QUORUM.**

The meeting was called to order at 7:00 p.m., by **Robyn Hoekstra**, Board Treasurer, who announced that a quorum was present. Those Commissioners present were:

<b>Robyn Hoekstra</b>	Present
<b>Martha Serna</b>	Present
<b>Kito Bonner</b>	Present
<b>Paul Lessor</b>	Absent
<b>Mike Tucker</b>	Absent

Also present at the meeting were Chief Bryan Harris, Facilities Coordinator Heather Schwalbach, Human Resources Manager Megan Puri, Accounting Coordinator Katie Maciejewski, Deputy Chief Guillermo Flores, Deputy Chief Brian Luscomb, IT Technician Nick Soto, Scheduling/Receptionist Rosa Bisogno, and Ira Coveler of Coveler & Peeler, P.C., District Counsel.

**TO RECEIVE PUBLIC COMMENT.**

The Board opened the floor to receive public comment though none was offered.

**TO RECEIVE THE DISTRICT'S FINANCIAL REPORTS AND TAKE ANY ACTION RELATED THERETO.**

Accounting Coordinator Katie Maciejewski presented a Financial Report as of the date of the meeting to the Board. The current cash balance is \$29,255,968.45. The estimated amount of remaining Interest is \$445,317.49. The estimated amount of remaining Donations/Other is \$37,540.95. The estimated amount of remaining Sales Tax is \$7,488,466.32. We have received in our Property Tax Account Trustmark's \$11,000,000 loan for the Logistics Building and Station 36 Expansion Project. The remaining amount of 2025 Budget Expenses are \$22,794,768.78. The projected cash reserve by December 31, 2025 is \$14,059,203.48. The total debt service outstanding is approximately \$23,681,925.00.

After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to accept the financial reports as presented. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO REVIEW AND TAKE ACTION ON FINANCIAL MATTERS OF THE DISTRICT INCLUDING THE DISTRICT'S INVESTMENT AND PAYING DISTRICT BILLS.**

Ms. Maciejewski next addressed District bills. She first addressed District bills paid prior to the meeting totaling \$59,251.44. A major item of note is the Chase One Card payment for \$15,909.53.

Ms. Maciejewski next addressed the approval of additional District bills totaling \$125,123.73. Major items of note included:

- Siddons Martin Emergency Group: \$18,125.87 for Engine 16 Repairs
- Harris Central Appraisal District: \$14,240.00 for the 2025 Second Quarter Assessment
- NAFECO: \$15,009.75 for a Lion Intelligent Training System Pro Package
- Ricky Plumbing: \$22,115.23 for Station 26's water heater replacement

The total costs of prior invoices paid, and current bills being presented amounted to \$184,375.17. After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to approve bills paid prior to the meeting and to authorize the payment of the District's current submittals and bills in the total amount of \$184,375.17. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

Please see the District's Treasurer's Report for a more detailed presentation of the bills and invoices submitted for payment.

Next, Ms. Maciejewski requested the Board to approve transferring \$4,000,000 from the Property Tax Account to the TexPool and Texas Class Accounts (\$2,000,000 each). After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to approve the transfer of \$4,000,000 from the Property Tax Account and transferring to the TexPool and Texas Class Accounts (\$2,000,000 each). After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO CONDUCT AN ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY RELATED ACTION.**

Mr. Coveler reminded the Board that they are required to adopt an Investment Policy annually. He asked them to reaffirm and adopt the Investment Policy that was first approved in May 2020. After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to reaffirm and adopt the District's Investment Policy. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO RECEIVE A REPORT FROM THE DISTRICT'S SALES TAX CONSULTANT.**

The Board next received a report presented by the Facilities Coordinator Heather Schwalbach on matters related to the District's Sales Tax revenue. Ms. Schwalbach reported that the overall allocation for February 2025 was \$866,501. Ms. Schwalbach informed the Board that Robin Humphrey, Client Services Manager of HdL Companies, will attend the next Board meeting. After review, Mr. **BONNER** made a Motion, seconded by Ms. **SERNA**, to approve the

sales tax report. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE TAX EXEMPTIONS FOR 2025.**

Mr. Coveler then advised the Board regarding tax exemptions. In 2024, exemptions were granted in the following amounts:

Homestead:	10%
Disability:	\$100,000
Age Over 65:	\$100,000

After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to maintain the current tax exemption rates through 2025. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

The Board then reviewed the February 4, 2025 Meeting Minutes. After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to approve the minutes presented. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO RECEIVE ADMINISTRATIVE AND OPERATIONAL REPORTS FROM DISTRICT STAFF.**

Deputy Chief Guillermo Flores presented the Status of the Department and Operations report to the Board. He reported there were two hundred ninety-seven (297) calls for the month of February 2025. Two hundred fifty-one (251) calls were in District, twenty-six (26) calls were mutual aid, and twenty (20) calls were made to District 19. The average response time during the period was six minutes and thirty-one seconds (6:31).

Next, Deputy Chief Flores provided the Board with a TIFMAS update. The reimbursement processes for the 2024 Winter Fire Weather, April 8, 2024 Eclipse, and Texas Task Force Hurricane Beryl deployments are all being reviewed. There are no further deployments scheduled at this time. He also advised that the Wildland Committee had its first meeting on Thursday February 27, 2025.

Lastly, Deputy Chief Flores briefly informed the Board of his current projects. He is writing a Winter Storm Policy, modifying the Tropical Storm Policy, reviewing training requirements for Tropical Storm Weather, and in the process of creating operation guidelines and training for the new mid-rises and parking garages under construction in the District.

Next, Deputy Chief Brian Luscomb presented the Health & Safety Report to the Board. He advised that he is going to start presenting numerical data of training hours by rank during the Training Fiscal Year (November-November).

Next, Deputy Chief Luscomb reminded the Board the American Red Cross will have a “Sound The Alarm” event on Saturday April 12, 2025. The District will be partnering up with the American Red Cross to go to territory they selected to install smoke detectors.

Lastly, Deputy Chief Luscomb advised the Board that the Health & Safety Committee is reviewing guidelines and policies pertaining to training and training field development. Amendments to these guidelines and policies will be processed when appropriate.

Next, Chief Harris the Board with an update on multiple apparatuses. Fleet & Logistics Coordinator Richard Hancock is upfitting District Chief Flores’ 2024 Tahoe. We are waiting for parts to repair Engine 46 so it can be back in service. Brush 36 needs to be taken in for preventative maintenance and pump problems.

Next, IT Technician Nick Soto provided the Board with an update on IT matters. All systems are functioning. All UPS device batteries have been replaced around the administrative office. Cameras and PCs have been ordered. Two (2) card readers were replaced at Station 36.

Lastly, Mr. Soto briefly mentioned that he learned about potential upcoming legislature regarding the IT infrastructure of ESDs at the SAFE-D conference.

Next, Ms. Schwalbach presented the facilities report to the Board. She advised that the permit renewal for the detention pond is coming up. Fire alarm control panels were inspected. Station 16, 26, 36, and 46 received a deficiency for out-of-date batteries. All batteries have been replaced, and proper documentation has been submitted to update records with the Harris County Fire Marshal’s Office.

After review, Mr. **BONNER** made a Motion, seconded by Ms. **SERNA**, to accept the reports as presented. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE STATUS OF REPAIRS RELATED TO THE DISTRICT’S WATER HAMMER ISSUE AT THE DISTRICT’S FIRE STATION FACILITIES.**

Ms. Schwalbach provided the Board with an update on the water hammer issue at Station 16. The water hammer is still being monitored with no issues. She advised that this agenda item can be removed from the next meeting’s agenda. No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT’S BUDGET.**

Chief Harris presented the changes he made to the District’s budget.

- Added 010: Construction Loan Revenue for \$11,000,000
- Added 0524: Training Class Meals
- 0602 has been moved to 0635 for 2602 (2024 Tahoe)
- Added 0636: New Engine 16
- Added 0637: New Engine 26
- Added 0638: New Engine 36

- Added 0639: New Engine 46
- Added 0639A: New Tower 16
- Added 0639B: New Administration Vehicle
- Added 0914: Construction Pay Applications

After review, Mr. **BONNER** made a Motion, seconded by Ms. **SERNA**, to approve changes made to the District's budget. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION ON ANY NEEDED REPAIRS, REPLACEMENTS AND IMPROVEMENTS RELATED TO THE OPERATION OF THE DISTRICT'S EQUIPMENT, APPARATUS OR FACILITIES.**

Ms. Schwalbach provided an update to the Board on repairs and replacements related to the operation of the District's facilities. The water heater at Station 26 has been replaced. The left primary valve at Station 46 has been replaced. She advised that the floors in Station 16's conference room will cost around \$900 to repair the condensation damage.

Next Ms. Schwalbach presented a quote from "Genius Designs" totaling \$6,511.05 to replace one crash bar at Station 16 and two (2) crash bars at Station 36. After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to approve the quoted price from Genius Designs. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

Next, Mr. Soto and Ms. Schwalbach presented an audio-visual proposal from "DataVox" totaling \$38,869.39 for a projector, microphones, in-ceiling speakers, and a camera in Station 16's Training Room. This is to be able to video conference for trainings and potentially livestream meetings. After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to approve the quoted price from DataVox. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

Lastly, Mr. Soto and Ms. Schwalbach presented a physical security proposal from "DataVox" totaling \$90,284.95 for Verkada's Access Control system to replace the current access control system at Station 16, 26, 36, and 46. Access cards currently being used will stay the same. This includes full hardware support from Verkada outside of the warranty. After review, Mr. **BONNER** made a Motion, seconded by Ms. **SERNA**, to approve the quoted price from DataVox. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT CONSTRUCTION PROJECTS INCLUDING THE REVIEW AND APPROVAL OF PAY APPLICATIONS, INCLUDING BUT NOT LIMITED TO THE DISTRICT'S LOGISTICS AND STATION 36 EXPANSION PROJECT.**

Ms. Schwalbach gave an update to the Board on the District's Logistics and Station 36 Project. She informed the Board that temporary fencing is up at Station 36 and construction should start the first week of April 2025. Next Ms. Schwalbach presented Pay App #1 from "Gamma Construction" totaling \$432,934.00. This includes fees for insurance, general conditions,

bond, CM fee, clearing mobilization, and clearing. After review, Ms. **SERNA** made a Motion, seconded by Mr. **BONNER**, to approve Gamma Construction's Pay App#1 in the amount of \$432,934.00. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR NECESSARY PURCHASES RELATED TO THE PROVISION OF EMERGENCY SERVICES.**

Mr. Soto provided a quote to use a company to run automated email phishing campaigns as well as implementing mandatory monthly user security training for all employees. Commissioner Hoekstra requested Mr. Soto to get more quotes for comparison. No action was taken by the Board.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES FOR THE DISTRICT COMMISSIONERS, DEPARTMENT OFFICERS, ADMINISTRATIVE STAFF AND DEPARTMENT PERSONNEL.**

The Board took no action on approval of expenses related to upcoming training classes for the District Commissioners, Department Officers, Administrative staff, and Department personnel.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A PROPOSAL FROM BELLA MEDIA RELATED TO DISTRICT'S SOCIAL MEDIA PLATFORMS.**

The Board took no action on a proposal from Bella Media related to the District's Social Media Platforms.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING ADOPTION, AMENDMENT, AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES, AND STANDARD OPERATING GUIDELINES.**

The Board took no action regarding adoption, amendment, and explanation of District policies, procedures, and standard operating guidelines.

**TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).**

The Board then addressed the payment of Commissioner Fees in accordance with District policy as well as reimbursement requests from Appleton, Wisconsin, and the SAFE-D conference. Commissioner **HOEKSTRA** claimed \$1,105 and requested \$35.27 for the Appleton, Wisconsin trip. Commissioner **SERNA** claimed \$1,105 and requested \$239.00 for mileage at the SAFE-D conference. Commissioner **BONNER** claimed \$1,105. After review, Ms. **HOEKSTRA** made a Motion, seconded by Mr. **BONNER**, to approve payments for the Commissioners as presented. After discussion, Commissioner **HOEKSTRA** called for a vote and the Motion was approved by a vote of 3 to 0.

**TO REVIEW, DISCUSS, AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.0735.**

The Board took no action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.0735.

**TO REVIEW, DISCUSS, AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THE NEXT AGENDA FOR THE APRIL 1, 2025 MEETING.**

No specific items were requested for inclusion on the April 1, 2025 meeting agenda.

At this time, Commissioner **HOEKSTRA** called a recess at 8:24 p.m. The Board reconvened at 8:29 p.m.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL.**

The Board met in Closed Session to consult with legal counsel from 8:30 p.m., until 8:52 p.m.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.**  
**THE BOARD DID NOT**

The Board did not meet in Closed Session regarding real estate matters.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.**

The Board did not meet in Closed Session regarding personnel matters.

**TO REVIEW, DISCUSS AND TAKE ACTION ON ANY PERSONNEL OR REAL ESTATE MATTERS.**

The Board took no action regarding real estate or personnel matters.

**ANNOUNCEMENTS BY THE COMMISSIONERS OR CHIEF OF THE DEPARTMENT**

No announcements were forthcoming from the Commissioners or Chief of the Department.

**ADJOURNMENT.**

There being no further business brought before the Board; Commissioner **HOEKSTRA** adjourned the meeting at 8:53 p.m.

The foregoing minutes were approved by the Board of Commissioners at the meeting properly noticed on April 1, 2025.

By:

A handwritten signature in black ink, appearing to read 'Kijo Bonner', written over a horizontal line.

**Kijo Bonner**

District Assistant Secretary